

2009

Year in Review

Human Resources Department

Lumpkin County was faced with a number of challenges in 2009, not the least of which was the shortfall in revenue. With the leadership of the County Manager, all the department directors worked together to meet the challenges and to provide services to the citizens of Lumpkin County in spite of furloughs, lay offs and tightened budgets.

Some of the highlights of 2009 in the HR Department are:

Orientation of all employees, department directors and elected officials to new workers' comp carrier

Salaries and wages cost cutting measures implemented, monitored, and reported.

Conducted employee meetings to inform employees of furloughs, and new scheduling changes

Implemented and monitored sick leave bank. Assisted two employees with sick leave from Sick Leave Bank during a period of serious illness (Sheriff's Office and Parks & Recreation).

Researched and reported eligibility for current COBRA participants for County subsidy (part of the economic recovery plan)

Corresponded with BC/BS to avoid major premium increase by adding deductible to medical insurance plan and requiring employees with individual coverage to pay a portion of the insurance premium.

Conducted employee meetings to explain the changes to medical insurance

Researched new time keeping systems and met with reps for presentations

Organized and delivered CHP donations – over 1,100 pounds of food and supplies

Organized annual Employee Christmas Luncheon

Completed and submitted salary surveys to various organizations such as the Bureau of Labor Statistics, Department of Community Affairs, Georgia Department of Labor, etc.

Completed and submitted reports to the Georgia Department of Transportation for the transit system.

Participated in the annual Workers' Comp audit.

Participated in annual County audit.

Processed 102 new employees, set up payroll file, processed benefit applications, set up pre-employment physicals, etc.

Processed 91 terminated employees, COBRA notification, canceling insurances and other benefits, processing DOL Separation Notices

Represented the County at three Department of Labor Unemployment Hearings (won 2, lost 1)

Processed 2 employee grievances up to and through the appeal to the County Manager and the Appeals Board.

Revised the Appeals process to remove the County Manager from hearing appeals from employees of Elected Officials. Those employees by-pass the County Manager hearing and proceed directly to the Appeals Board Hearing.

Worked with ACCG to secure Workers' Comp coverage when SEUS was liquidated by the Insurance Commissioner's office. Reported findings to County Manager.

Worked with employees with open WC claims to receive treatment as needed during transition from SEUS to ACCG.

Submitted claims for reimbursement to the Georgia Insurance Insolvency Pool.

Assisted County Attorney with research into other governmental entities in similar circumstances with the SEUS liquidation process.

Planned and executed the fifth Health and Benefits Fair for employees. Provided medical screenings at no cost to employees and an opportunity to discuss benefits with various benefit vendors. 56 employees and elected officials took advantage of the medical screenings. Several serious medical conditions were detected as a result of the screenings. Employees sought treatment as a result of attending the health fair. Total expense of \$1,400 for health screenings was paid with grant money from the Health and Wellness partnership grant from ACCG and LGRMS

Arranged for County employees to receive the seasonal flu vaccine at no cost to the employee. 81 employees took advantage of the free vaccine at a cost of \$1,458, again paid with Health and Wellness grant money.

Hired a part time human resources technician to assist with payroll, benefits, and clerical duties in the HR Department.

Submitted and followed up on 16 workers comp cases.

Worked with the County Attorney and ACCG on various claims including EEOC complaints and other risk management issues.

Attended various training sessions and educational seminars sponsored by ACCG and LGRMS.

Respectfully submitted,

Fran P. Sullens

Human Resources Director

Attachment

